

# HOW TO ACCOUNT FOR YOURSELF

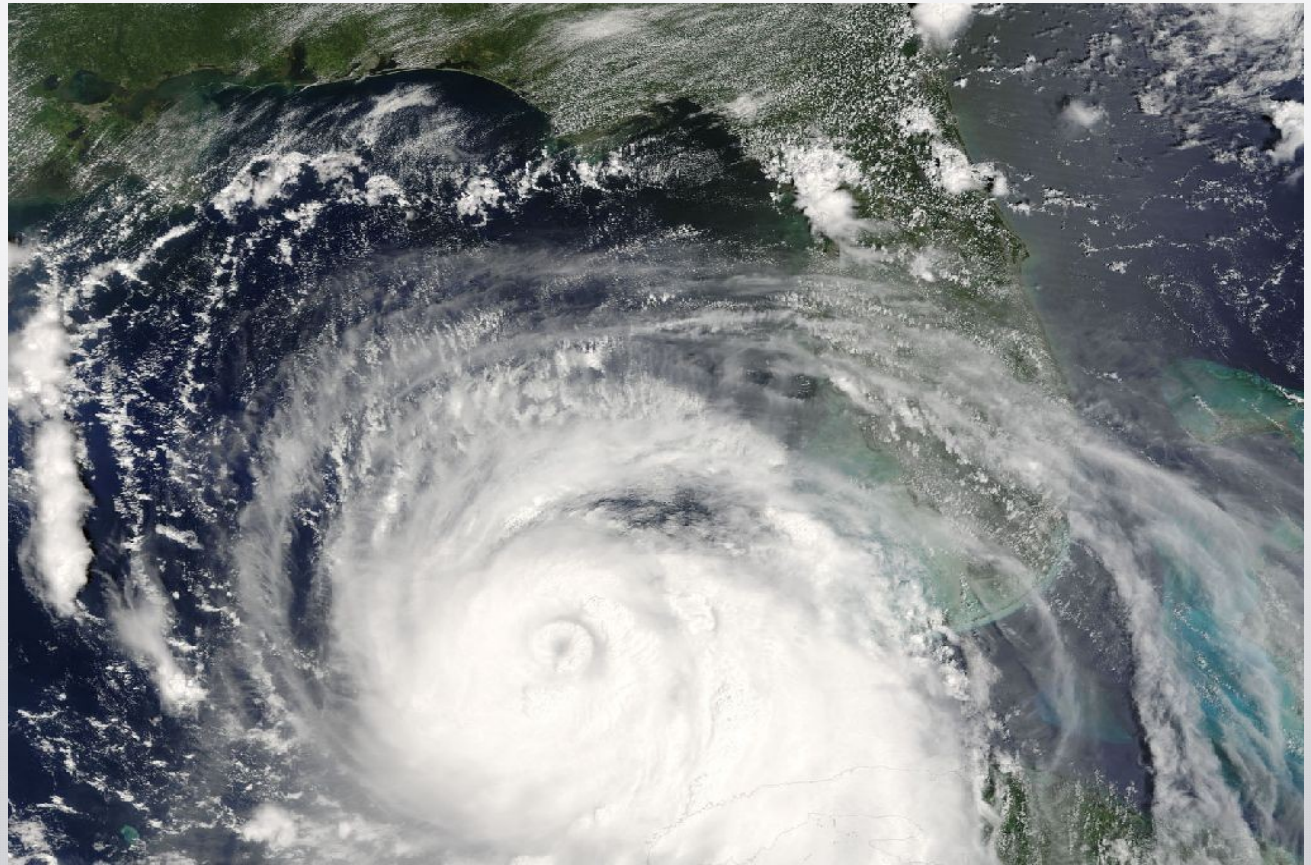
# Purpose

- When an event occurs, you are required to report your current location and update emergency personal contact information to allow your supervisor to account accurately for all assigned employees and their family members.

This instruction will show you how to account for yourself and your family members in FEPAAS.

# Event Page

You will be notified of an event if you are in the GAOI and requested to account for yourself and your family.



# Event Page

If you have not accounted for yourself, this window will automatically appear when you login to FEPAAS.

Home My Info **Event** Reference Help

If you need IMMEDIATE help with basic necessities, please call 1-866-946-9183 or (619)553-8167

### Verify and Update your home information!

This information is essential to contact you during this crisis.

#### What's the Process?

Verify and update your home information

#### Verify and Update Home Information

**Display Name:** Last: MASpnsr11 First: AutoTest Middle:  
**Street 1:** 1111 Sponsor Street  
**Zip:** 12345  
a number and an email is required)

#### Account For Event: AutoTestEventM

Select an Accounting Status from the drop down menu  
-or-  
Click the **In the Area** button next to anyone that was:  
\*Physically in the area when the event occurred  
\*Evacuated from the area due to the event

Coast Guardsman	Name (Last, First, MI):	Accounting Status:
	<b>MASpnsr 11, AutoTest</b>	Unreported <input type="button" value="v"/>
	MASpnsr11, AutoTestDependent1	Not Required to Account <input type="button" value="In the Area"/>
	MASpnsrB, AutoTestDependentB Test	Not Required to Account <input type="button" value="In the Area"/>

**Member / Employee Deployed:** ☐  
**School-Age Children:** ☐  
**Have Pets:** ☐




# Accounting Page

Click dropdown list and select accounting status for your self and family member(s); Click Save.

**Account For Event: AutoTestEventM**

Select an Accounting Status from the drop down menu  
-or-  
Click the **In the Area** button next to anyone that was:

- Physically in the area when the event occurred
- Evacuated from the area due to the event

Coast Guardsman	Name (Last, First, MI):	Accounting Status:
	MASpnsr11, AutoTest	Unreported <input checked="" type="checkbox"/>
	MASpnsr11, AutoTestDependent1	Unreported <input type="checkbox"/> <b>In the Area</b>
	MASpnsrB, AutoTestDependentB Test	Current Residence <input type="checkbox"/> Displaced Location <input type="checkbox"/> <b>Not Present In GAOI</b> <input type="checkbox"/> On Leave <input type="checkbox"/> Other <input type="checkbox"/> Separated/Retired <input type="checkbox"/> Transferred <input type="checkbox"/> <b>In the Area</b>

# Employee Location Update

Click  
Continue  
once you  
have  
updated  
your  
information.

[Home](#) [My Info](#) [Event](#) [Reference](#) [Help](#)

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**Verify and Update your home information!**

This information is essential to contact you during this crisis.

**What's the Process?**

Verify and update your home information

**Verify and Update Home Information**

**Display Name:** Last: MASpnsr11 First: AutoTest Middle:

**Street 1:** 1111 Sponsor Street

**Street 2:**

**City:** Denver

**State:** Choose State **Zip:** 12345

**Contact Info** (At least two phone numbers or a phone number and an email is required)

**Preferred Contact:**

**Home:** 111-111-1111

**Work:** 222-222-2222

**Cell:** 333-333-3333

**Email 1:** sponsor.autotest@domain.com

**Email 2:** sponsor.autotest@domain.org

**Other Info**

**TDY / TAD Orders:** ☐


**Member / Employee Deployed:** ☐

**School-Age Children:** ☐

**Have Pets:** ☐

Continue

# “Thank You” Page



The screenshot shows the FEPAAS (Fourth Estate Personnel Accountability and Assessment System) interface. At the top, there is a header with the FEPAAS logo, the text "FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM", and "DEFENSE LOGISTICS AGENCY (DLA)". A "Logout" button is in the top right. Below the header is a navigation bar with links: Home, My Info, Event, Reference, and Help. The main content area features a large thumbs-up icon on the left. To the right of the icon, the text reads: "Accountability is complete. Thank you for updating your contact info. If you wish, you may logout now." Below this, it states: "The following options are available to you now and whenever you login again:" followed by a numbered list: 1. Use the My Info tab to update your contact information, and to update other personal information. 2. Visit the Home tab for announcements and other up-to-date information. 3. Browse the Reference Library tab for helpful links and documents. At the bottom, it says: "If you need immediate technical assistance, please contact the FEPAAS Helpdesk at 1-866-946-9183, 619-553-8167/DSN 661-7800."

**FEPAAS** / *FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM*  
*DEFENSE LOGISTICS AGENCY (DLA)*

Logout

Home My Info **Event** Reference Help



**Accountability is complete.**  
**Thank you for updating your contact info.**  
**If you wish, you may logout now.**

**The following options are available to you now and whenever you login again:**

1. Use the **My Info** tab to update your contact information, and to update other personal information.
2. Visit the **Home** tab for announcements and other up-to-date information.
3. Browse the **Reference Library** tab for helpful links and documents.

**If you need immediate technical assistance, please contact the FEPAAS Helpdesk at**  
**1-866-946-9183, 619-553-8167/DSN 661-7800.**